



Pardes Jewish Day School is a premier Jewish independent school for children in kindergarten through eighth grade, founded in 1993. Pardes is the largest Jewish Day School in Arizona, located in Scottsdale. The School prepares students to become outstanding members of society through a rigorous secular and Judaic education, a nurturing community, and a foundation in Judaism that welcomes all Jewish traditions.

Technologist

Pardes seeks qualified candidates for the position of Technologist, a twelve-month position leading technology integration. Necessary leadership qualities include personal warmth, proactive innovation, and a mentor mindset. Duties include providing training to educators throughout the school year, leading the Technology Committee, which includes coordinating divisional technology leaders in the Middle School and Lower School, and working in tandem with the Technology Department to provide opportunities for students and teachers to build their skills.

- Provide timely technical support to the Pardes community by handling help desk requests including computer and printer repairs, network and A/V connections, and software installs (these requests may extend across a wide range of basic troubleshooting areas)
- Develop competency with Microsoft System Center Configuration Manager (SCCM) for re-imaging computers, installing software, and executing deployments.
- Develop competency with the G Suite Admin Console to maintain faculty, staff, and student accounts, calendars, shared drives, and mail lists, and deploy apps and extensions to Chrome as needed.
- Support the Lower and Middle School 1-to-1 initiative through hands-on tech support of students and teachers.
- Provide technical support at school events (occasionally after hours).
- Troubleshoot VOIP end user lines and analog phone connections.
- Create and maintain user accounts and network shares in Active Directory.
- Work with Managed Print Services vendors as needed to coordinate network printer repairs and inventory of printer supplies (toner, etc.).
- Support and service audio/visual equipment (i.e. interactive boards and displays, sound systems, cabling/wiring, etc.).
- Research and process technology related purchases.



- Execute orders for supplies as needed.
- Carefully document tech support work through the ticketing system and other documentation.
- This position must be available for occasional on-call shifts after hours and on weekends.
- Maintain a patient and helpful demeanor and exhibit conduct appropriate to a school environment.
- Attends all school meetings and professional development.

Other Significant Duties and Responsibilities:

- Demonstrate and model various instructional technology tools across the curriculum.
- Co-teach classes and provide 1-1, small group, and large format support for faculty and staff in the use of technology.
- Participate in technology-related extracurricular activities.
- Oversee technology tool submission and review process. Fully vet all academic technology requests and maintain the technology tool framework and associated documentation.
- Manage student on/off boarding of various academic technology subscriptions.
- Audit license information and act as point of contact with various vendors. Make recommendations to the division head and technology department for effective use of technology tools.
- Participate in various independent school initiatives. Join the NAIS technology committee and other independent school organizations as a representative of Pardes.
- Help plan and host PD opportunities for tech and innovation within the school and independent school community.
- Provide leadership within the community to promote the use of technology to improve education and administrative functions and to efficiently and effectively utilize resources.
- Ensure all device replacement cycles.
- Facilitate innovation in learning through educational technology.
- Ongoing evaluation of curriculum related technology to assess its efficiency and effectiveness.
- Stay up-to-date on the current trends in technology.
- Work with administration and faculty to find funding for implementation of technology related educational programs.
- Work with the faculty leaders to develop, implement, and periodically evaluate the educational technology vision.



- Continue to identify and develop faculty in each grade level/department to provide leadership in instructional technology.
- Ensure that all teachers and administrators are computer-literate and support educational technology.
- Recommend workshops, conferences, webinars, and courses for faculty/staff including *in-house training opportunities, local colleges and community education programs, etc.
- Continue developing and supporting partnerships with universities, foundations, and corporations
- Review and establish benchmarks to encourage appropriate use of technology.
- Serve as an educational change agent with technology.

Education, Experience & Competencies:

- Bachelor's Degree in IT or Computer Science or equivalent experience required.
- CompTIA A+ Certification and Google IT Support Professional Certificate highly preferred.
- One or more years of Tech Support experience in a school setting is highly preferred.
- Experience with Veracross is highly preferred
- A valued team player with a can-do attitude: will work collaboratively with the technology team to solve problems and plan and execute projects.
- Ability to read, interpret, and apply information in technical manuals or bulletins and other documents.
- Effective oral and written communication skills and good organization and time management skills.
- Exudes a positive spirit and will work cooperatively and patiently with a diverse group in skill set and technology knowledge.
- Ability to solve problems and manage emotions in stressful situations.
- Demonstrates flexibility while handling various tasks: can manage competing priorities effectively.
- Follows policies and procedures; supports organization's goals and values; supports Diversity, Equity and Inclusion initiatives.
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Physical Requirements and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet demands.

- Must be able to lift 30 lbs. of equipment on a regular basis
- Must be able to travel around and across a large campus



- Must be able to safely climb, crawl, bend, pull, reach, kneel, and stoop
- Must be able to handle exposure to multiple environments indoors and outdoors, temperature-controlled offices, and server rooms
- Must be able to operate a computer or related equipment at least 90% of the workday